

REQUEST FOR RECORDS RETENTION SCHEDULE
(Submitted to the Records Management Division)
Hall of Records Commission

SCHEDULE---

NO. 0-22

PAGE
NO. 1.

1. Requesting Agency

KENT COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

A
☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B
☐ Establish, retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C
☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. MILITIA ENROLLMENT

Form No: Military Census Form No. 1
Size: 8" x 10"
Quantity* 6 letter files (1¹ cubic feet)
File Arrangement: Alphabetical by surname
Annual Accumulation: none
Disposable Amount: 1¹ cubic feet

Questionnaire giving name and personal history of enrollee, date and signature of enrolling officer. This form was required by Laws of Maryland, 1916, Chapter 311, Section IV, which provided for the enrollment of the State militia. Three copies of the enrollment form were made; one to be retained by the enrolling officer, one to be filed with the Clerks of Court of the respective counties, and the original to be filed in the office of the Adjutant General. The Act of 1916 was repealed by, and the enrollment provision omitted from the Laws of Maryland, 1922, Chapter U90.

RECOMMENDATION: DESTROY PRESENT ACCUMULATION

S. APPLICATION FOR BEER LICENSE

Size: 8¹/₂" x 11"
Quantity: 7 bundles (2¹/₂ cubic feet)
Dates: 1933 - 19U1
File Arrangement: Chronological by date of filing
Annual Accumulation: 1¹/₂ cubic foot
Disposable Amount: 2 cubic feet
Audited by: State

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

MAY 17 1955

Date

Secretary

RECORDS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4.
Item
No.

5. Description of Records

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6. Recommendation
of Hall of Records
and Board of Public
Works.

Application for beer licenses, giving name of applicant, address, length of residence in state, location of licensed establishment, owner of premises, amount of fee and costs, date, signature of applicant, notarization, and names and addresses of endorsers*
Applications for beer licenses are now made to the Board of County Commissioners.

RECOMMENDATION* DESTROY PRESENT ACCTOOUTION.

APPROVED BY
BOARD OF PUBLIC WORKS
Date..... 17 1955

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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Hall of Records Commission

SCHEDULE NO. 03

Hall of Records
Commission

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1. Requesting Agency
KENT COUNTY2. Division or Bureau of Requesting Agency
CLERK OF CIRCUIT COURT

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1.

BUSINESS LICENSES

Size: 01" x U* -"

Quantity: 1 cubic foot

Dates: 1913 -

File Arrangement: Chronological by date

Annual Accumulation: less than 1/U cubic foot

Disposable Amount: 1/U cubic foot

Audited by: Stats

Original applications for business licenses and copies of licenses issued, giving name of business, name of owner, location of place of business, nature of business conducted, amount of stock, tax assessment of stock in trade, signature of applicant, amount paid, type of license.

RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

Approved Hall of
Records Commission

2.

PIKBALL AND CONSOLE LICENSES

Size: 1" x 8"

Quantity: 1A cubic foot

Dates: 1917 -

File Arrangement: Numerical by license number

Annual Accumulation: less than 1/U cubic foot

Disposable Amount: less than 1/U cubic foot

Audited by: State

Carbon copy of pinball and console licenses issued, giving licensee*

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

W. Henry Zell

Signature

Clerk

Title

May 5, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

May 6, 1955

Date

Morris S. Oshoff

Archivist

MAY 17 1955

Date

J. Melus

Secretary

5- Description of Records

Describe records accurately: Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

address, cost of license, Clerk's fee, penalty, total cost and date.

RECOGNITION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. HUNTER'S LICENSING

Size: 5 1/2" x 8 1/2"

Quantity: 1 cubic foot

Dates: 1911 - 1933

File Arrangement: Numerical by License number
Annual Accumulation: less than 1/k cubic foot
Disposable Amount: 1 cubic foot
Audited by: State

Stub records and carbon copies of resident and non-resident hunter, duck blind, and angler's licenses issued, giving number of license, fee collected, and Clerk's fees.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. TRADER'S LICENSES

Size: 9" x 14"
Quantity: 2 cubic feet

Dates: 1911 - 1933
File Arrangement: Numerical by license number
Annual Accumulation: less than 1/k cubic foot
Disposable Amount: 1-3A cubic feet
Audited by: State

Carbon copies of Traders' Licenses issued, giving name of licensee, address, cost of license, Clerk's fee, total payment, and date issued. Typed on pre-numbered printed forms.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. CHICK STUBS

Size: 9" x 14"

Quantity: 1/2 cubic foot

Dates: 1933 -

File Arrangement: Numerical by check number
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 3/2 cubic foot

Audited by: State

Check stubs remaining in loose check books used by the Court. Data on stubs duplicated in bank statements and cash.

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Records Commission*

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Records Commission*

*Approved Hall of
Records Commission*

APPROVED BY
SOAK'D OF PUBLIC WORKS
Date: MAY 17 1955

[Signature]
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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books. All are audited annually.

RECOMKEmTIOSt RUFFAIH FOR THREE YEARS OR WJtIL AUDITED, WHICHEVER
IS LATER, AND THEN DESTROY.

6. BANK DEPOSIT SLIPS.

Size* 0« x 8"

Quantity* 1/U cubic foot

File ArrangeBeatt Chronological by date

Annual AccttBtolationi less than 1/« cubic foot

Disposable Amount* less than 1/U cubic foot

Audited by* Stat-e

Slips from banks showing dates that deposits were cade and amounts deposited* X

RECOUMBIDATIONI RiffAIH FOR THREE TEARS OR CKTIL AUDITED, WltCHIVSI
IS LATER, AND THEM DESTROY.

*Approved Hall of
Records Commission*

7. BANK STATBHSTS AND CAHCELLED CHECKS

Sizej- 2» x 3" x 8"

Quantity* g cubic foot

Dates* 1933 ---"-----

File Arrangement* Chronological by fiscal year

Annual Accumulationi less than 1/k cubic foot

Disposable Amount* 1/U cubic foot

Audited by* State

Cancelled checks and bank statements of the Clerk of Circuit Court*

RECOiffiUKDATION* RHTAIW FOR THREE YEARS OR USTIL AUDITED, WHICHEVER
IS UT1R, AND THEN DESTROY.

*Approved Hall of
Records Commission*

8. CASH BOOKS

Size* 2» x 12° x 17»

Quantity: U volumes (1 cubic foot)

Dates* 1521 - -

File Arrangement* Chronological by date of entry

Annual Accuffiliation* leas than 1/4 cubic foot

Disposable Aount* 1 cubic foot

Audited byt State

Date ...&AY 1.7 1355.

Record of receipts and disbursements of the Clerk of Court* gi
under receipts the date* naa» of remitter, total reait
asount charged to various accounts) under disburseaents the with-
drawals froa bank, nase of payee, check number, asount of check,
amount and type of expenditure, asaount sent to State Treasury, sad

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Records Commission*

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BOARD OF PUBLIC WORKS

Secretary

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Remarks. Handwritten on printed, for. Since 1936 maintained on looseleaf sheets* one sheet per month*

RECOMMENDATION RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. RECEIPTS TO CLERK X

Size: 9" x 12"

Quantity* 2 cubic feet

Dates 1933 - *

File Arrangement In folders by fiscal year and chronological by date of receipt.

Annual Accumulation! 1/4 cubic foot

Disposable amount 1-1/4 cubic feet

Audited by State

Receipts for payments made by Clerk to County Commissioners and State Treasurer

RECOMMENDATION RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

10. RECEIPTS HXKS %

Size: 1-1/2" x 9" x 10"

Quantity! 73 volumes, 5 cubic feet

Dates 1932 -

File Arrangement In folders by receipt number

Annual Accumulation! 1/4 cubic foot

Disposable Amount 1-1/4 cubic feet

Audited by State

Carbon record of receipts for instruments^ plats and fees for recording giving receipt number, date, name, type of instrument, names of grantor and grantee, vendor and vendee, amount of fee* Handwritten on printed forms.

RECOMMENDATION RETAIN FOR SKR2E YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

11. DAILY REPORT OF RECEIPTS

Size: 12" x 22"

Quantity! 15 cubic feet

Dates! 1932 -

File Arrangement Chronological by date of entry

Annual Accumulation! 1/4 cubic foot

Disposable Amount 3/4 cubic foot

Audited by State

APPROVED BY-
BOARD OF PUBLIC WORKS
MAY 17 1955

date

Approved Hall of
Records Commission

Approved Hall of
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Approved Hall of
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[Signature]

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Illinois money received each day, giving receipt numbers, receipt book total* and a breakdown of amounts received according to account, such as -certifications, recordations, staaps, etc* This record is kept by the office of the Clerk for audit purposes at the specific request of the State Auditors,:

RECOMMENDATION RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS UTTLB, AND THEN DESTROY.

12. HONTELI REPORT OF THE CLISK OF CIRCUIT COURT

Quantity* 1 cubic foot. Dates; 1833 - 1899. File Arrangement» Chronological by fiscal year Annual Accusailationj less than 1/2 cubic foot Disposable Amountt 1/2 cubic foot Audited byt State

Copy of Clerk's monthly report to the Controller, covering money received on account of the State from the sale of licenses and other sources. Gives number, kind of license, isonths, cost per license, penalty* gross receipts, Clerk's oath of affirmation, and a recapitulation shoring grcss receipts, Clerk's cosaissions, and net to State, broken down by types of licenses*

RECOKUSIDATIOK: RHAIS FOR THREE YEARS OH UNTIL AUDITED, WHICHEVER IS UTER, AND THEN DESTROY.

13. COURT'S IDCKETS

Quantity 69 VOIUB»S & 2 looseleaf binders (3's cubic feet) Dateat 1898 File Arrangeamenti Chronological by date of court appearance Annual Accucailationi 1/2 cubic foot Disposable Araounti 2»3A cubic feet

Docket for the temporary use of the judge in court* It includes trials, appeals, judicials, appearances, foreign trials, types of procedures, charge, and verdict or judgment, and names of plaintiffs, defendants, attorneys, and witnesses. One volume for each court session. Handwritten, The temporary notes contained in this docket are recorded in peraanent fora in the Civil and < Criminal Docket Books of Kent County* This material is considered non-record within the nesning of the statute governing non-record material (Art* bl, See. 155, Annotated Code of Maryland, 1961 Edition)*

14. CLBHK<S POCKET

Siisei 10" x 15" x 3/4" Date. MAR. 1. 1955.

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Records Commission

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RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Quantity: 33 volumes (2-1/2 cubic feet)
V • Bates: 1919 - 1920
File Arrangement: Chronological by date of appearance in court
Annual Accumulation: less than 1/2 cubic foot
Disposable Amount: 2 cubic feet
Docket for the temporary use of the Clerk in court. It includes criminal appeals, trials, Judgments, appearances, foreign trials, types of procedures, charge, verdict or Judgment* and penciled notes, and names of plaintiffs, defendants, attorneys, and witnesses. One volume for each Court Session. Handwritten. Information in this docket is recorded in permanent form in the Civil and Criminal Docket books of Kent County. This material is considered non-record within the meaning of the statute governing non-record material (Art. III, Sec. 14, Annotated Code of Maryland, 1951 Edition).

15. STATE'S ATTORNEY'S SOCKS?

Size: 3" x 12" x 3/4"
Quantity: 1 volume (1/2 cubic foot)
Dates: 1902 - 1903
File Arrangement: Chronological by date of appearance in court.
Annual Accumulation: 1/2 cubic foot
Disposable Amount: 1/2 cubic foot
Audited by: State

Docket for temporary use of State's Attorney in court. It includes trials, appeals, judgments, appearances, foreign trials, types of procedures, charge, verdict or Judgment, and names of plaintiffs, defendants, attorneys, and witnesses. One volume for each Court session. Handwritten. The temporary notes contained in this docket are recorded in permanent form in the Civil and Criminal Docket Books of Kent County. This material is considered non-record within the meaning of the statute governing non-record material (Art. III, Sec. 14, Annotated Code of Maryland, 1951 Edition).

Approved Hall of
Records Commission

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BOARD OF PUBLIC WORKS

Date—MAY 17 1955

[Signature]
Secretary